



ADDENDUM NO. 1 for RFP 15-29

City of Killeen-Fort Hood Joint Land Use Study (JLUS)

RFQ CLOSING DATE: August 26, 2015, @ 3:00 p.m.

Today's date: August 20, 2015.

The following questions have been submitted. Answers are in *italics*.

Q. The RFP indicate that certain parcel specific land use data is required to be developed. What is the availability of GIS data for each of the jurisdictions within the JLUS study area? If data is not available for a particular jurisdiction, please indicate which one(s).

A. *The City of Killeen (CoK) Information Technology department will provide required GIS data and support.*

Q. The RFP indicates that the City is working on an update to its strategic plan. What is the status of the update and what is the expected completion date of that project?

A. *The CoK staff is collaborating with the staff of Texas A&M University Central Texas (TAMUCT) to update Vision 2030. The project is in the development stage and milestones are TBA.*

Q. Will the City of Killeen's match for the grant award be financial or in-kind service contributions to the project? If it is an in-kind contribution, what is the anticipated nature and scope of the work to be performed by the City?

A. *The CoK 10% match is in-kind. Staff support will include management, administrative and technical (e.g., GIS).*

Q. Attachments (A-D) referred to on Page 20 are not included in the RFP. There is a Conflict of Interest Form, are we to assume that is Attachment E? There is a sample contract, are we to assume that is Attachment F?

A. *Attachment A-C is attached. Attachment D is a copy of your valid W-9.*

Q. Is there a number of committee / working group meetings you have in mind for this project?

A. *Committee meetings are TBD.*

Q. Has a Policy Committee and Technical Working Group been established and if so, how many members comprise the committees? Are all the stakeholders identified in the RFP on the Policy Committee and the Technical Working Group?

A: *No.*

Q. Is there a specific number of hard copy Final Reports requested? Is there a specific number of electronic copy Final Reports requested?

A: *Yes, as previously stated in the RFP.*

Q. For Task 9 of Scope of Work, how many presentations to participating jurisdictions are in mind / requested?

A: *Likely 6-8.*

Q: What is meant by samples of management reports? Specific project management reports? Referring to Page 19 2.e.

A: *Per 19(2)(f), an example management report that could be generated by respondents.*

Q. What are the preparation and/or the most recent update dates for the Fort Hood “Installation Natural Resource Management Plan” and “Installation Master Plan”? If separate master plan documents were prepared (transportation, area development, etc.), please identify dates for each.

A. *Respondents may contact the Fort Hood DPW to secure these documents and/or answer these questions.*

Q. Has IMCOM or ACSIM prepared any BRAC or BRAC-related plans and/or reports for Fort Hood that will be made available for this study?

A. *Respondents may contact the Fort Hood DPW to secure these documents and/or answer these questions.*

Q. Is the installation environmental and operational (noise, CZ, APZ, etc.) map data available as a single GIS dataset or as separate datasets maintained by separate agencies (environmental, range management, etc.)? If separate, can sources and type of datasets be more specifically identified?

A. *Respondents may contact the Fort Hood DPW to secure these documents and/or answer these questions.*

Q. Has the installation recently prepared any separate mission growth and/or encroachment studies that would be made available for this study?

A. *Respondents may contact the Fort Hood DPW to secure these documents and/or answer these*

questions.

Q. Please confirm that the following elements of the scope do not require field studies, only the use of published and available data (including GIS data sources):

Overall goals and objectives:

- Environmental factors such as cultural resources, wildlife habitat, endangered species, wastewater and water availability and quality, lighting and noise;

Task 3B – GIS Mapping

- Current environmental features and constraints in the study area using data collected from the State of Texas and local sources, including stream buffers and existing buffer areas surrounding Fort Hood
- Mapping of critical habitat areas

A. All above are confirmed.

Q. Under the section titled “Format and Content for Response Submittal” item number 13 at the bottom of page 20 requests that Attachment F include a “Contract to Provide Consulting Services and Insurance Requirements”. Could you please clarify what the city is specifically requesting in this attachment? I see the sample contract included at the end of the RFP and the stated insurance requirements on page 25. Is the RFP requesting that we fill out the sample contract and submit it with the proposal? Do we need to submit a certificate of insurance to satisfy the “Insurance Requirements” statement?

A. Yes, Please submit a sample contract at the time you submit your packets, and include na certificate of insurance.

Q. Item 4 on page 20 is titled “Outline”. I assume that this refers to an outline of the scope of services to be provided. With regard to the “exceptions / deviations” – would changes in the process stated in the RFP, order of the completion of tasks or an alternate schedule qualify as being necessary to submit a statement of exception if all of the items in the scope of work were still included in the outline of the scope of services to be performed by the consultant?

A: Yes, and exceptions/deviation must be noted.

Q. Item 11 on page 20 references the Conflict of Interest Questionnaire to be included as attachment E. In reviewing the form included in the RFP, it appears that it is only applicable to persons who have a business relationship with a local government officer in your jurisdiction. Since Benchmark and its officers and employees do not have any business relationships with officers of the City of Killeen, how should we address the requirement to submit this form? If there is an alternate form for businesses that have no such relationships, please forward that to me or direct me to where I can find the form online.

A. If there is no relationship, just state such, and return the form.

Q. Under heading 2 – Firm Background etc. on page 19, item h. states that the proposal should

include the "same information" for subcontractors. To what extent does that apply to items a through g? Are basic summaries for subcontractor companies acceptable, or is all of that information required for each? My question in the previous email is primarily in relation to items 2.c., 2.d. and 2.e. With regard to item 2.g., would it be permissible to reference the scope of work outlined in the proposal rather than repeating that information in this section?

A: All required information should be submitted for all subcontractors.

Please acknowledge receipt of Addendum No. 1 by signing below and returning to the Purchasing Office.


Karlene Jessie
Purchasing Manager

Acknowledgement:

Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____